



career opportunity

California Department of Technology

California Project Management Office
Project Manager (Information Technology), \$7,442-\$8,872
Will consider Data Processing Manager III, \$7,442-\$8,872
Multiple Openings - Permanent/Full-time
Final File Date: Until Filled
Pending Department of Finance Approval

Who Are We?

As the central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

The Department of Technology's California Project Management Office (CA-PMO) is a provider of project management services, resources, education and training to the state of California. The mission of the CA-PMO is to improve the successful delivery of projects by providing resources and services to support state initiatives and projects by delivering expected outcomes, within budget, on time, and that are aligned with State's vision and goals.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in the downtown Sacramento and Rancho Cordova areas.

What You'll Be Doing...

Under the general direction of the Executive Projects Director, the Project Manager (Information Technology) (PM) will be assigned to perform project management functions as either a dedicated PM or as a Project Management Advisor/Consultant in order to facilitate the successful delivery and completion of projects.

The PM may be assigned to directly manage one or more projects or may be assigned to provide project management advisory and consulting services to one or more projects. The projects may vary in size, complexity, and duration and may include multi-year Information Technology (IT) projects of a complex and sensitive nature involving large expenditures. As the PM, you will manage projects according to established and standardized project management methods, guidelines, and principles and ensure that assigned projects follow all IT statewide policies, procedures, and standards.

For a more complete job description, click on this link to view the Duty Statement: [Project Manager \(Information Technology\)](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Possession of the Project Management Professional (PMP) Certificate by the Project Management Institute (PMI) is required.
- Five years of increasingly responsible project management experience applying the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, risk and procurement management, at least three years must have been in a management capacity as a full-time project manager of one or more large or complex IT, clinical, or general management projects that demonstrated expertise, proficiency, and understanding of all aspects of project management is required.
- Equivalent to graduation with a Bachelor's degree from a recognized college or university.
- May be required to pass a fingerprint background check completed by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for access to customer sites. The Customer Department will receive the results of the background check and will be responsible for determining employee access to their site.

How to Apply...

Interested applicants must submit a State application **and State of Qualifications (SOQ)** to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
1325 J Street, Suite 1600
Sacramento, CA 95814
Attn: Megan Reed, RPA 15-092
For inquiries, please call (916) 319-9223

The SOQ (12 font, no more than two pages in length) should provide the following information:

1. Describe your experience as a full-time PM leading one or more large or complex projects. Please include key characteristics of the project to detail its size or complexity.
2. Describe your direct experience conducting and facilitating **all** phases of the Project management lifecycle as a full-time Project Director or Project Manager leading one or more large or complex projects.
3. Describe your experience leading negotiations with Sponsors, oversight organizations, business/program staff, and vendors.

Applications without an SOQ may not be considered. When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of the **Project Manager (Information Technology)** or **Data Processing Manager III** classifications, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Project Manager (Information Technology)** or **Data Processing Manager III** levels, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in the California Project Management Office for this classification within the next 60 days.

